File Assembly, Documentation and AWARD

Henry Goswick/PKPB/6-9003

Overview

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Regulatory Direction

- **FAR 4.8 – Government Contract Files**
- **DFARS 204.8 – Contract Files**
- **AFFARS 5304.8 – Government Contract Files**
- **AFMCFARS 5304.8 – Contract Files**

File Assembly

- **Normally use**
  - **standard brown folder for simplified acquisition (green pre-printed folder for larger dollar contract) as a working file**
  - **R2M electronic file system as the final and official file.**
- **Label working folder (preferably in upper left corner) to reflect purchase order/contract number, when obtained**
- **AFMC has three contract file content indexes**
  https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkp/pkpa/contractfile.htm:
  - **AFMC Systems & Logistics Contract File Content Index – Nov 2003**
  - **R&D Contract File Checklist, Feb 2003**
  - **AFMC Operational Services And Construction Contract File Folder Index, Dec 2003**

File Assembly Continued

- Contract File Content Index (CFCI), serves as Table of Contents and Index
- CFCI items filed consecutively with highest number on top. Documentation within CFCI items filed in chronological order with most recent on top
- File documentation usually filed on right side of folder, and purchase order/contract and mod(s) filed on left side

Document Numbering

(Reference DFARS 204.70 and DFARS Appendix G)

- Positions 1-6 identify the department and issuing office. "F" in position 1 designates Air Force. For example, use FA8504" for documents created in LBK (C-130).
- Positions 7-8 contain last two digits of fiscal year.
- Position 9 indicates type instrument. Most commonly used: "M" for purchase contracts; "G" for basic ordering agreement (BOA); orders; "C" for most contracts, "D" for indefinite delivery "Q" for request for quotation (RFQ); and "R" for request for proposal (RFP).

Document Number
(cont)

- **Positions 10-13 of purchase order or contract are usually serially assigned by your contract writing system, i.e. ACPS GUI or SPS as follows:**
- **Positions 10-14 of solicitation (RFQ or RFP) number, usually consist of the last 5 digits of the purchase request (PR) number**

Reasons for File Documentation

- Background
- Basis for decisions
- Support for actions
- Facts (for possible review, audit, protest, investigation, litigation or Congressional inquiry)

Common File Documentation

- **CFCI 1:** Original PR or MIPR package, evidence of IRIS screening, and ODS certification
- **CFCI 3:** Source list for competitive acquisition and/or request(s) for copy of solicitation
- **CFCI 4:** Approved Small Business Coordination Record (AF Form 2579)
- **CFCI 5:** Evidence of synopsis (see FAR 5.2)
- **CFCI 6:** J&A or “Sole Source Justification” memo
- **CFCI 8:** Memo for incorporating/evaluating option(s), incorporating warranty provision, or other memo(s) as applicable

Common Documentation (con't)

- **CFCI 12:** Copy of solicitation and amendment(s)
- **CFCI 13:** Correspondence from solicited source(s) not submitting proposal/quote
- **CFCI 14:** Completed abstract (AF Form 3062 for simplified acquisition), if two or more proposals/quotes received
- **CFCI 16:** Unsuccessful proposals/quotes, if two or more received
- **CFCI 17:** Successful proposal/quote, related correspondence, and certifications and representations
- **CFCI 19:** EEO Preaward Compliance clearance, if $10M or more

Common Documentation (con't)

- **CFCI 26:** Documentation of technical evaluation of proposal/quote
- **CFCI 27:** Work sheet, if evaluating transportation cost
- **CFCI 28:** Subcontracting Plan, if $500K or more
- **CFCI 30:** Pre-Award Survey (PAS) documentation, SF 1403, and resultant report, if applicable
- **CFCI 31:** Certificate of Competency (COC), referral letter, and related information, if applicable
- **CFCI 32:** Contracting Officer's Determination of Contractor Responsibility (memo to file), MOCAS performance summary, and verification of Central Contractor Registration

Common Documentation (con't)

- **CFCI 33:** Approved AFMC Form 224, Issuance of Undefinitized Contractual Action, if applicable
- **CFCI 40:** Documentation supporting Unusual Progress Payments, if applicable
- **CFCI 46:** Audit report and documentation, if applicable
- **CFCI 48:** Certificate of Current Cost or Pricing Data, if $550K or more

Common Documentation (con't)

- **CFCI 50:** Price Negotiation Memorandum
- **CFCI 53:** DD Form 254, Contract Security Classification Specification, and letter certifying valid security clearance, if applicable
- **CFCI 54:** Evidence of Availability of Funds
- **CFCI 56:** Legal review sheet (AF Form 3059), if $500K or more
- **CFCI 57:** Completed/signed DD Form 350, if over $25K

Common Documentation (con't)

- **CFCI 58:** Transmittal letter and other signatory correspondence, if bilateral document
- **CFCI 60:** Small Business "Challenge" letter, if applicable
- **CFCI 62:** Contract/purchase order and mod(s) generally filed on left side of file folder rather than hereunder
- **CFCI 63:** Notice of Contract Award

DD Form 350
Individual Contracting Action Report

- Required for obligations or deobligations greater than $25K
- Used to report data to the Federal Procurement Data Center (FPDC) which collects, processes, and disseminates official statistical data on Federal DoD contracting
- Include two (2) signed/dated copies of the DD 350 in the contract file, but “secure” only one in the file – since one copy will be removed during the distribution process

  See DFARS 204.6, the contracting handbook, and web address: www.safaq.hq.af.mil/contracting/reporting/AQCI/afcbt13/index.html

Purpose of DD 350 Data

DD 350 data provides (1) basis for recurring and special reports to the President, Congress, General Accounting Office (GAO), Federal agencies, and the general public; (2) means of measuring/assessing impact of Federal contracting on nation's economy and extent to which small business concerns and small disadvantaged business concerns are sharing in Federal contracts; and (3) data for other policy and management control purposes.

Ok, you've Reviewed the PR package, chosen the right Type of Contract , Coordinated, Synopsized, Solicited, received at least one Responsible Offer, selected a vendor to award to, determined their price Fair and Reasonable, determined them Responsible, received a Certificate of Availability of Funds, received your file back from Legal marked "Legally Sufficient", organized and digitized, purged your file of all unnecessary materials, and prepared all the documents need at time of distribution,

AWARD!

Disclaimer: Only warranted PCOs operating within the limits of their warrant my obligate the Government.

Notification of Award

(c) *FAR 13.106-3(c) Notification.* For acquisitions that do not exceed the simplified acquisition threshold and for which automatic notification is not provided through FACNET or an electronic commerce method that employs widespread electronic public notice, notification to unsuccessful suppliers shall be given only if requested or required by 5.301.

Contract Distribution

- **See Contracting Handbook Part 4 Distribution Procedures:**
- PKXO (or other designated matrixed contracting division personnel) or the buyer / PCO will be responsible for contract distribution, dependent on whether the contractual document is being distributed in a paper format, or electronically. PKXO will be responsible for paper format distribution; buyers / PCOs are responsible for electronic distribution. Buyers / PCOs are responsible for preparation of the contract file, whether in paper or electronic format.

Questions